Submittal Standards

♦ All Applications must be submitted electronically through CITIZEN ACCESS PORTAL

♦ All Drawings/Documents will be submitted electronically through PROJECT DOX

♦ Upload all documents and drawings in the appropriate folders

♦ Upload all documents and drawings per required checklist, as Individual PDF's.

♦ Each checklist item must be named according to the naming convention listed below.

♦ All plans must have a space reserved in the upper left corner for City Approval stamps.

♦ Resubmittals must use the EXACT same file name as the original to allow versioning.

Description	Document Naming Convention
Narrative fully describing the proposed project	Narrative
Recorded warranty deed for the subject property	Warranty Deed
Affidavit of Legal Interest signed and notarized by the property owner *(If owner is a corporation, submit a copy of the Articles of Incorporation. If you are not the owner listed on the Recorded Warranty Deed, Affidavit of Legal Interest is required.)*	Affidavit of Legal Interest
Scaled vicinity map showing the location of the subject property	Vicinity Map
Site Amenity Plan (We encourage you to submit at least one color version for presentation purposes) **The following items must be included on the plan:**	Site Amenity Plan
• Date, scale, north arrow, and proposed project name	
• Name, address and phone number of the applicant and the firm that prepared the site amenity plan	
• Existing boundaries, property lines, and dimensions of the lot	
• Relationship to adjacent properties, streets, and private lanes	
• Easements and right-of-way lines on or adjacent to the lot	
• Existing and proposed zoning of the lot, and the zoning and land use of all adjacent properties	
• Private open space	
• Public or common open space, including area calculations	
• Proposed amenities	
• Existing natural features such as canals, creeks, drains, ponds, wetlands, floodplains, high groundwater areas, and rock outcroppings	
• Location, size, and species of all existing trees on site with trunks 4 inches or greater in diameter, measured 6 inches above the ground. Indicate whether the tree will be retained or removed	
• A statement of how existing healthy trees proposed to be retained will be protected from damage during construction	
• Existing buildings, structures, planting areas, light poles, power poles, walls, fences, berms, parking and loading areas, vehicular drives, trash areas, sidewalks, pathways, stormwater detention areas, signs, street furniture, and other man-made elements	
• Existing and proposed contours for all areas steeper than 20% slope. Berms shall be shown with one-foot contours	
• Conceptual landscaping with tree locations only	
• Conceptual screening structures	
• Sight Triangles as defined in 11-3A-5 of this ordinance	
• Calculations of project components to demonstrate compliance with the requirements of this ordinance, including: ➢ Number of street trees and lineal feet of street frontage ➢ Width of street buffers (exclusive of right-of-way) ➢ Width of parking lot perimeter landscape strip	

➢ Buffer width between different land uses ➢ Number of parking stalls and percent of parking area with internal landscaping ➢ Total number of trees and tree species mix ➢ Mitigation for removal of existing trees, including number of caliper inches being removed	
Building elevations showing construction materials	Elevations
Phasing plan shall be included in the application if the project is to be phased	Phasing Plan
For new public utility construction (water, sewer, reclaimed water) applicants are required to submit:	
Submit a PDF version of the conceptual engineering plans	Public Utility Plan
Submit AutoCad file of the conceptual engineering plans in a format that compiles with the specifications for project Drawings click here	Autocad file

The highlighted item(s) above may not be required depending on the project. Please contact a planner to verify if these item(s) are required and received instructions on how to proceed with your submittal.